

Seeking Graduate/Undergraduate Student Intern

JOB DESCRIPTION

The student intern will work closely with project managers on statewide initiatives in the Governor's Office for Innovation in Government. The candidate will create and maintain databases, write and edit reports, research initiatives, and participate on project teams working to improve state government operations

Ideal candidates are:

- Computer literate (Microsoft Office Suite, Web)
- Able to conduct research
- Experienced in updating Web sites
- Excellent written and oral communicators
- Analytical
- Self-starters
- Able to interact with others in a professional manner
- Adaptable to a rapidly changing environment

• **Openings: 1**

• **Start: ASAP**

• **Hours: Mon.-Fri., 20-30 hours per week**

• **Pay rates:**

Undergraduate
\$8.08-10.86 per hour

Graduate
\$10.86-12.88 per hour

(Pay commensurate with units completed)

• **Closing date:**
September 19th, 2003



To Apply:

Email or FAX your resume to

Erin Larson
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Fax: (916) 445-0525
Phone: (916) 322-5307

For more information:

visit our website
<http://www.iig.ca.gov>

